

TABLE 2

PERSONNEL (In Full-Time Equivalency of Assignment) EMPLOYED
TO PROVIDE SPECIAL EDUCATION AND RELATED SERVICES FOR
CHILDREN WITH DISABILITIES

DECEMBER 1, 2001

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1820-0518. The time required to complete this information collection is estimated to average 2.5 hours per SEA and .5 hours per LEA response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Special Education Programs, U.S. Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4651.

Authorization: 20 U.S.C. 1418(a)(2)

Due Date: **November 1, 2002**

Sampling Allowed: Section A - Yes
Section B - Yes
Section C - Yes

Send Form to: Patricia J. Guard, Acting Director
Office of Special Education Programs
U.S. Department of Education
Program Support Services Group
Mail Stop 2642
400 Maryland Avenue, SW
Washington, D.C. 20202-2642
Attn: Cheryl Broady

General Instructions

Provide the number of full-time equivalent personnel *employed* and *contracted* to provide special education and related services on or about December 1, 2001. The figures must include data from the State educational agency (SEA), and all other agencies having responsibility for educating children with disabilities, including personnel employed by private agencies. All personnel employed to serve students with disabilities ages 3-21 regardless of funding source (i.e., Part B of IDEA, State, or local) should be

included. Do not count teachers and other instructional personnel who serve children from birth through age 2.

For Section A, Special Education Teachers Employed to provide special education to children ages 3-5, report the number of preschool teachers, itinerant/consulting teachers, and home/hospital teachers employed for children with disabilities in this age group. This count should include teachers of children with disabilities in separate schools and facilities. Do not include regular preschool teachers who work with children with disabilities.

For Section B, Special Education Teachers Employed to provide special education services to children ages 6-21, report teachers of separate classes, resource room teachers, itinerant/consulting teachers, and home/hospital teachers as well as special education teachers who teach in regular education classrooms. This count should also include teachers of children with disabilities in separate schools and facilities. Do not include regular classroom teachers who work with children with disabilities.

States should use their own staff classification categories for reporting the numbers of special education teachers employed to provide special education services to children ages 6-21. Some of the taxonomies a State could use include staff certification categories, teacher assignment categories (e.g., resource room, self-contained, consultant teacher) or endorsement categories. Examples are provided in Attachment A. Please specify the classification categories used (e.g., staff certification) in the blank space provided on the table.

The number of personnel should be reported in full-time equivalency of assignment. That is, a part-time teacher working 4 hours per day (in a 6-hour school day) would be reported as .67 FTE. Decimals may be used. Place zeros (0) in categories where no personnel are employed. Enter (-9) where data are missing.

For Section C, Other Special Education and Related Services Personnel, report the number of FTE other special education/related services personnel, by type of personnel employed to provide special education and related services for children with disabilities ages 3-21. Note that the number of speech pathologists employed has been included in this section.

Sampling Guidelines

States may use sampling to obtain data from State and local service agencies on the number of personnel who provide services to children. When sampling is used, a description of the sampling methodology outlining how the design will yield valid and reliable estimates must be submitted to OSEP for approval. The level of precision of the estimates to be obtained must be specified in this description. States must submit plans to OSEP for approval by September 30, 2001.

OSEP will evaluate the validity of the sampling plans using the following guideline. The sampling framework may include all school districts or a sample of districts. If a State chooses to sample districts, all districts with average daily memberships of over 25,000 *must* be included in the sample. States with more than 25 districts with average daily memberships over 25,000 *must* include all districts with over 50,000 ADM and sample the remaining districts. The total number of districts sampled *must* equal or exceed 100. If the total number districts in the State is 100 or fewer, data must be collected from all districts.

States that use sampling will provide OSEP with weighted rather than unweighted data. A description of the final sample sizes and the weights used should also be provided at the time the data are provided.

Specific Column Instructions, All Sections (A, B, C)

- Column (1) Report the number of FTE personnel employed or contracted to provide special education and related services on or about December 1, 2001, who **are considered fully certified for the position. This category includes (1) personnel who hold appropriate State certification or licensure for the position held and (2) personnel who hold positions for which no State requirements exist.**
- Column (2) Report the number of *not fully certified FTE personnel employed or contracted* to provide special education and related services on or about December 1, 2001, who were employed on an emergency, provisional, or other basis, if they did not hold standard State certification or licensure for the position to which they were assigned, or if they did not meet other existing State requirements for the position. This includes long-term substitutes.
- Column (3) Add the numbers in columns (1) and (2) to obtain the total number of special education and related services personnel employed on or about December 1, 2001.

Specific Row Instructions

Section A

- Row (1) Report the total number of FTE special education teachers employed to work with children with disabilities ages 3-5.

Section B

In the space provided, specify the classification scheme selected (e.g., staff certification).

- Row (1) Report the total number of FTE special education teachers employed to provide special education and related services for children with disabilities ages 6-21.
- Rows (2)-(xx) List each classification category as appropriate to the classification scheme selected. Report the total number of FTE personnel employed to provide special education and related services for children with disabilities ages 6-21 for each category specified. The sum of the totals on rows (2)-(xx) should equal the total on row (1).

Section C

- Rows (1)-(19) For each other special education and related services personnel category (rows 1-19), report the total number of FTE personnel employed to provide special education and related services for children with disabilities ages 3-21. Do not include teachers already accounted for in Section B.

- Row (2) Report an unduplicated count of the number of FTE physical education teachers who provide special physical education, adaptive physical education, movement education, or motor development to children and youth with disabilities.**
- Row (13) Report an unduplicated count of the number of FTE speech pathologists providing speech services to children with disabilities ages 3-21. *Do not include speech teachers reported in Section B.*
- Row (14) Report the number of FTE LEA supervisors/administrators providing special education and related services to children with disabilities ages 3-21. States should include district or intermediate unit special education professionals whose activities are concerned with directing and managing the operation of a particular special education school or program, including professional management, administrative, research, analytical, supervisory, and/or ancillary services. This includes those supervisory/administrative staff members employed in schools operated directly by the SEA.
- Row (15) Report the number of FTE SEA supervisory/administrative staff providing special education and related services to children with disabilities ages 3-21. States should include SEA professionals who are involved in professional management, administrative, research, analytical, supervisory, and/or ancillary services associated with special education programs for children and youth with disabilities. Do not include staff in SEA-operated schools if these positions were reported in Row (14).
- Row (18) Report the number of FTE other professional staff providing special education and related services for children with disabilities ages 3-21. Include personnel who provide specialized health services (nurses, psychiatrists, etc.), specialized food service, specialized pupil transportation, etc., and other occupational technicians, for children with disabilities ages 3-21.
- Row (19) Report the total number of FTE non-professional personnel not already reported on this form providing special education and related services for children with disabilities ages 3-21.
- Row (20) Report the total number of FTE related services and other special education personnel providing special education and related services for children with disabilities ages 3-21. This is a total of Rows (1)-(19).

TABLE 2
 NUMBER AND TYPE OF TEACHERS EMPLOYED (IN FULL-TIME EQUIVALENCY)
 TO PROVIDE SPECIAL EDUCATION AND RELATED SERVICES FOR CHILDREN WITH
 DISABILITIES, AGES 3-5
 2000-2001 SCHOOL YEAR

STATE:

SECTION A

	(1)	(2)	(3)
SPECIAL EDUCATION TEACHERS	EMPLOYED FULLY CERTIFIED	EMPLOYED NOT FULLY CERTIFIED	TOTAL EMPLOYED (1) + (2)
TOTAL (1)			

NUMBER AND TYPE OF TEACHERS EMPLOYED (IN FULL-TIME EQUIVALENCY)
TO PROVIDE SPECIAL EDUCATION AND RELATED SERVICES FOR CHILDREN WITH
DISABILITIES, AGES 6-21

2000-2001 SCHOOL YEAR

STATE:

SECTION B

[illegible]

ORIGINAL SUBMISSION/REVISION

CURRENT DATE: _____

TABLE 2 (Continued)

NUMBER AND TYPE OF OTHER PERSONNEL EMPLOYED (IN FULL-TIME EQUIVALENCY)
TO PROVIDE SPECIAL EDUCATION AND RELATED SERVICES FOR CHILDREN
WITH DISABILITIES, AGES 3-21

2000-2001 SCHOOL YEAR

STATE:

SECTION C

	(1)	(2)	(3)
OTHER SPECIAL EDUCATION AND RELATED SERVICES PERSONNEL	EMPLOYED FULLY CERTIFIED	EMPLOYED NOT FULLY CERTIFIED	TOTAL EMPLOYED (1) + (2)
VOCATIONAL EDUCATION TEACHERS (1)			
PHYSICAL EDUCATION TEACHERS (2)			
WORK-STUDY COORDINATORS (3)			
PSYCHOLOGISTS (4)			
SCHOOL SOCIAL WORKERS (5)			
OCCUPATIONAL THERAPISTS (6)			
AUDIOLOGISTS (7)			
TEACHER AIDES (8)			
RECREATION AND THERAPEUTIC RECREATION SPECIALISTS (9)			
DIAGNOSTIC AND EVALUATION STAFF (10)			
PHYSICAL THERAPISTS (11)			
COUNSELORS (12)			
SPEECH PATHOLOGISTS (13)			
SUPERVISORS/ADMINISTRATORS (LEA) (14)			

TABLE 2 (Continued)
NUMBER AND TYPE OF OTHER PERSONNEL EMPLOYED (IN FULL-TIME EQUIVALENCY)
TO PROVIDE SPECIAL EDUCATION AND RELATED SERVICES FOR CHILDREN
WITH DISABILITIES, AGES 3-21
2000-2001 SCHOOL YEAR

SECTION C (CONTINUED)

STATE:

	(1)	(2)	(3)
OTHER SPECIAL EDUCATION AND RELATED SERVICES PERSONNEL	EMPLOYED FULLY CERTIFIED	EMPLOYED NOT FULLY CERTIFIED	TOTAL EMPLOYED (1) + (2)
SUPERVISORS/ADMINISTRATORS (SEA) (15)			
INTERPRETERS (16)			
REHABILITATION COUNSELORS (17)			
OTHER PROFESSIONAL STAFF (18)			
NON-PROFESSIONAL STAFF (19)			
TOTAL OTHER SPECIAL EDUCATION AND RELATED SERVICES STAFF (20) (TOTAL ROWS 1-19)			

ATTACHMENT A

EXAMPLES FOR SECTION B

EXAMPLE 1

FORM EXPIRES:

NUMBER AND TYPE OF TEACHERS EMPLOYED (IN FULL-TIME EQUIVALENCY)
TO PROVIDE SPECIAL EDUCATION AND RELATED SERVICES FOR CHILDREN WITH
DISABILITIES, AGES 6-21

2000-2001 SCHOOL YEAR

STATE:

SECTION B

[illegible]

EXAMPLE 2

FORM EXPIRES:

NUMBER AND TYPE OF TEACHERS EMPLOYED (IN FULL-TIME EQUIVALENCY)
TO PROVIDE SPECIAL EDUCATION AND RELATED SERVICES FOR CHILDREN WITH
DISABILITIES, AGES 6-21

2000-2001 SCHOOL YEAR

SECTION B

STATE:

	(1)		(3)
AREA OF SPECIALIZATION: (PLEASE SPECIFY CATEGORIES)	EMPLOYED FULLY CERTIFIED	EMPLOYED NOT FULLY CERTIFIED	TOTAL EMPLOYED (1) + (2)
<u>STAFF CERTIFICATION</u>			
TOTAL SPECIAL EDUCATION TEACHERS (1)			
ELEMENTARY TEACHER OF EXCEPTIONAL STUDENTS			
SECONDARY TEACHER OF EXCEPTIONAL STUDENTS			
RESOURCE TEACHER			
TEACHER OF STUDENTS WITH SEVERE DISABILITIES			
TEACHER OF THE HEARING IMPAIRED			
TEACHER OF THE VISUALLY IMPAIRED			
TEACHER OF THE EMOTIONALLY DISTURBED			
CONSULTANT TEACHER			

EXAMPLE 3

NUMBER AND TYPE OF TEACHERS EMPLOYED (IN FULL-TIME EQUIVALENCY)
TO PROVIDE SPECIAL EDUCATION AND RELATED SERVICES FOR CHILDREN WITH
DISABILITIES, AGES 6-21

FORM EXPIRES:

2000-2001 SCHOOL YEAR

SECTION B

STATE:

	(1)	(2)	(3)
AREA OF SPECIALIZATION: (PLEASE SPECIFY CATEGORIES)	EMPLOYED FULLY CERTIFIED	EMPLOYED NOT FULLY CERTIFIED	TOTAL EMPLOYED (1) + (2)
<u>STUDENT DISABILITY</u>			
TOTAL SPECIAL EDUCATION TEACHERS (1)			
MENTAL RETARDATION			
HEARING IMPAIRMENTS			
SPEECH OR LANGUAGE IMPAIRMENTS			
VISUAL IMPAIRMENTS			
EMOTIONAL DISTURBANCE			
ORTHOPEDIC IMPAIRMENTS			
OTHER HEALTH IMPAIRMENTS			
SPECIFIC LEARNING DISABILITIES			
DEAF-BLINDNESS			
MULTIPLE DISABILITIES			
AUTISM			
TRAUMATIC BRAIN INJURY			
DEVELOPMENTAL DELAY*			
CROSS-CATEGORICAL			

* States must have defined and established eligibility criteria for developmental delay in order to use this category for reporting.